

Email FAQ: How do I create a vacation message?

To create a vacation message, you will need your FHDA email username and password.

1. Log onto Webmail with your username and password.
2. Click on the "Options" link (top center).
3. Click on "Personal Information".
4. Fill out the following fields: Full Name, Email Address (enter FHDA email address), Reply To (enter FHDA email address).
5. Click on the "Submit" button (bottom right).
6. You will be returned to the Options menu. Click on "Vacation Message" on the right.
7. Check the top box (Send auto-reply to sender).
8. Fill out the following fields: Vacation Subject, Vacation Message.
9. Click on the "Submit" button.
10. When you return from vacation, repeat steps 1-2 & 6, then uncheck the top box (Send auto-reply to sender). This will deactivate your vacation message.